

DUE DECEMBER 31st, 2011

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REFERENCE# _____

(for internal use only)

**STATE OF MAINE
SNOWMOBILE CLUB TRAIL MAINTENANCE GRANT-IN-AID
APPLICATION/AGREEMENT
SNOWMOBILE TRAIL PROGRAM
2011-2012**

NAME OF SNOWMOBILE CLUB _____

ADDRESS _____

CITY _____ ZIP _____

The amount of money for which the organization may be eligible under any grant pursuant hereto will be based upon reimbursement of actual out-of-pocket expenses incurred by such organization in accordance with the provisions of this application, but will not exceed \$3,750.00. The basis upon which to determine the total dollar amount will be up to one hundred twenty five dollars (\$125.00) per mile up to and including thirty (30) miles. Mileage in excess of thirty (30) miles will not be used in determining the dollar amount to be approved under the grant.

APPLICATION AND REIMBURSEMENT PROCESS AND REQUIREMENTS

General Eligibility Requirements: To be eligible for the grant program, the snowmobile club ("applicant" or "grantee") must be incorporated and register with the Bureau's Snowmobile Program. For a *NEW Club that has never received a grant*; registration is done by providing to the Bureau a completed copy of the organization's "Request for Taxpayer Identification Number and Certification" (IRS Form W-9) and submitting the Officer Update form **by December 1st** to be eligible for grants for the current winter season (you will not need to do this if you have already registered with us). ALL snowmobile clubs are required to provide an Officer Update Form to the Bureau annually. To be eligible for a snowmobile trail maintenance grant, the club must file a Trail Maintenance Grant-In-Aid application with the Bureau by **December 31st**; and to be eligible for reimbursement, the club must file for reimbursement by the following **April 30th**.

Grant Programs and Application Process Grants are made in the form of reimbursement for eligible and actual expenses capped at a per/mile rate for up to and including 30 miles. The bureau, in its sole discretion, will annually determine the total maximum per mile rate by comparing club expenditures for the preceding year with anticipated revenue for the projected year. The maximum per mile rate will be stated on the application, but is subject to change if the bureau later determines that the actual available funds are less than anticipated. The bureau in its sole discretion will determine eligible expenses and grants will not exceed reimbursement of actual expenses. No residual funds will be transferred to the bureau's capital equipment fund.

We, the undersigned, hereby certify that this application meets with the guidelines as established by the Bureau of Parks and Lands and otherwise meets the provisions of the Maine Statutes and therefore recommend a grant not to exceed the amount listed below.

FOR STATE OF MAINE OFFICIAL USE ONLY

VC #: _____ Approp. # **014-04A-8130-81-6401** Amount: \$ _____

BY: _____ Date: _____

Recreational Safety & Vehicle Coordinator

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Snowmobile Trail Maintenance Grants: Grants will not exceed actual expenses up to \$125.00 per mile for up to 30 miles. The maximum annual grant for any one applicant is \$3,750.00.

Application and Reimbursement Process: The grant programs are administered by the Bureau's Snowmobile Program. All correspondence and application forms must be submitted to:

**Department of Conservation,
Bureau of Parks and Lands
Snowmobile Grant Program
22 State House Station
Augusta, Maine 04333-0022**

Trail Maintenance Grant Program:

1. Grant applications must be received or postmarked no later than **December 31st** to be eligible for a grant for the current winter season.
2. The applicant must complete and submit the following documents:
 - a. Snowmobile Club Trail Maintenance Grant-In-Aid Application/Agreement (supplied by the Bureau); and
 - b. A quality commercially produced base map that shows the trail at a scale of at least one-half inch to one mile. The map must show the location of the trails, water bodies, streams and roads; the topography of the land; and parking areas, clubhouses and support facilities.
3. After reviewing the application, the Bureau will issue a written notification to the applicant approving or denying the application. The specific terms and conditions of the grant are listed in below.
4. To be considered for full reimbursement, the club must submit a completed Request for Reimbursement form (supplied by the Bureau) no later than **April 30th**. Only expenses incurred from the preceding May 1st through the date of the request for reimbursement will be considered for payment. The Bureau will review the request, determine the appropriate grant amount, and reimburse the grantee according to the terms of the agreement.

TERMS AND CONDITIONS OF APPLICATION/AGREEMENT

Snowmobile Trail Maintenance Grant Program: By applying for the grant, the applicant agrees to the following conditions:

1. All grant money received under the program must be used for the sole purpose of maintaining the snowmobile trails specified in the grant application. Trail maintenance is defined as dragging, or smoothing the snow on the trail to remove the moguls or pot holes, trail brushing, building/repairing/replacing bridges, bulldozing, construction and installation of gates and signing. Payment is based on actual out-of-pocket expenses incurred in the trail maintenance process, including; reasonable labor expenses and appropriate safety equipment if a person is actually hired to work on the trails, reasonable hourly rate for equipment used, including groomers; purchases of items such as plugs and drive belts, gas and oil; repairs to the snowmobile and drag provided the damage occurred while grooming snowmobile trails specified in the application (only applicable when itemizing reimbursement request), and backing material for signs and bridge material. For snowmobile repairs, the make, model, serial number, and the Maine registration number must be included on the invoice.
2. The club's trails are established only on land on which the club has received oral or written permission from the landowners (and tenant, where applicable) to use. By signing the application, the club president certifies that permission has been obtained for all trails included in the application.

3. The club and its members ensure, and will continue to ensure, that the trails and related facilities are safe, in good condition, and conform with all applicable laws and regulations, obtaining all necessary permits, including erection of adequate trail signs as suggested by Bureau guidelines.
4. The trails are open to the general public for snowmobile use, and those landowners and tenants who gave permission to use the land have been notified the trails are to open to the general public for snowmobile use. The trails are not a part of a system that a municipality has applied and received a grant from the State nor are they included or claimed by another snowmobile club.
5. A map of the trail location (submitted with the application) is incorporated into the agreement.
6. Applicants must submit a request for reimbursement form (supplied by the Bureau) to the Snowmobile Program. To have expenses considered for full reimbursement, the completed request must be received by the Bureau, or postmarked, no later than **April 30th**. Request forms postmarked after **April 30th**, forfeit 10% of the approved amount for each day the request is late.
7. An explanation of expenditures must accompany the reimbursement request. Expenses incurred but not authorized for reimbursement should be listed separately from authorized expenses. All supporting materials (bills & invoices) must be retained by the grantee for three years, and must be submitted to the Snowmobile Program on request and available for audit by the Bureau. If the grantee does not comply with these requirements, the grantee forfeits and must return the grant received for those expenses.
8. The Bureau has sole discretion to determine if expenditures are permitted and the club has complied with the terms of the agreement and all applicable laws, rules and regulations. After making this determination, the Bureau will pay the approved expenditures up to the amount stated in the application, provided funds are available in the appropriate Bureau account.
9. Title 5 M.R.S.A., §784(2) provisions on nondiscrimination in employment apply to the agreement.
10. The club agrees not to assign, transfer, lease or encumber its rights or obligations under the agreement or to the trails, without the Bureau's prior written consent. The club shall indemnify, defend, and save the State and its employees harmless from and against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of the use, occupation, maintenance, repair or development of any trails or related facilities or equipment used in connection with the trail maintenance or equipment funded under the agreement. The Bureau shall have no responsibility or liability for the maintenance or use of the trails beyond the limits of the State sponsored Landowner Liability Insurance.
11. The State may at any time inspect any facilities or equipment used in connection with the agreement.
12. The Club must be legally incorporated with the Secretary of State Bureau of Corporations, Elections & Commissions and in good standing. (624-7752)

PLEASE COMPLETE AND SIGN APPLICATION ON LAST PAGE

If the organization does not have a Trail Committee Chairman or Trailmaster, one must be appointed who is responsible for grooming of the trail. This person will be the one to whom we will direct inquiries relating to the expenditures of this grant, if awarded.

NAME OF TRAILMASTER: _____

ADDRESS: _____ CITY: _____ ZIP: _____

TELEPHONE NUMBER: _____ COUNTY: _____

☐ Map Enclosed (required)

It is further understood that the Bureau of Parks and Lands reserves the right to accept or reject any or all applications, and has no obligation for expenses incurred except in accordance with the terms of this grant, if awarded. The Bureau of Parks and Lands also reserves the right to inspect at any time, the trails referred to in this application and any books or records kept by the recipient organization.

ALL REQUESTED SIGNATURES ARE REQUIRED FOR
PROCESSING

MILES:
(One Way) _____

TRAIL LOCATION: _____

TOWN

COUNTY

NAME OF SNOWMOBILE CLUB

DATE

PRESIDENT (SIGNATURE)

WITNESS (SIGNATURE)

CHAIRMAN OF TRAIL COMMITTEE OR
TRAILMASTER (SIGNATURE)

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